

# Spaulding High School Chromebook Student User Handbook

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BUUSD encourages the use of 1:1 device and the network, including the Internet, as a tool for research and education. One to one device and the network, like any other school property, must be used for educational purposes. The distribution of a Chromebook to each student attending Spaulding High School to access their education is a privilege, not a right, and its use may be revoked at any time for inappropriate conduct during the school day or outside of school. Chromebooks, the charger, and the case are the property of BUUSD.

Students and parents/guardians are responsible for reading and understanding the [BUUSD Acceptable Use of Electronic Resources and the Internet Policy](#) and this SHS Chromebook Student User Agreement.

Each school year, students are automatically opted into the 1:1 program and it is assumed that parents/guardians and students agree to the SHS Chromebook User Agreement. Parents/guardians and students will be held to this agreement unless a [Computer Technology Opt-Out](#) Form is submitted. Print a copy of the form, sign and return this form to the main office. If you don't have the ability to print this form out, please contact the Help Desk at 479-6901 or [helpdesk@buusd.org](mailto:helpdesk@buusd.org). Please know that should you choose to opt-out of the 1:1 Chromebook Student User Agreement, your student is still responsible for completing the learning tasks that may be assigned electronically.

## Equipment Provided

- Chromebook and charger.
  - BUUSD will retain records of the serial and inventory numbers of provided equipment for each student.
- Chromebook Case
  - Each student will be given a protective case that they are required to use to carry their Chromebook in during the school day and outside of school.
  - The purchase of any optional accessories (mice, headphones, etc.) is the responsibility of the student.

## Ownership

- The BUUSD retains ownership of all Chromebooks, cases, and chargers utilized in the 1:1 initiative. The BUUSD grants permission to the student to use the Chromebook according to the rules and guidelines set forth in the [Acceptable Use Policy](#). Failure to follow the terms of this policy may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and possible revocation of student access to BUUSD technology.

- If students wish to purchase the device at the end of their student's senior year, they may pay the \$10 fee by the end of the school year. Once the student has graduated, the student owns the device and the BUUSD is not liable for any maintenance, repairs, replacements, internet filtering or misconduct that may occur on the internet. The student assumes full responsibility for the device and their use of the internet upon purchase.

While using a Chromebook, students are expected to abide by the following rules and behavioral expectations, *both at home and within the school*:

### **USE OF EQUIPMENT (Hardware and Software)**

- The student must review and abide by the [BUUSD Acceptable Use of Electronic Resources and the Internet](#) policy and this SHS Chromebook Student User Agreement.
- The school Chromebook is to be used for educational purposes.
- The student may not digitally record staff or other students without their consent or knowledge.
- The student will not message or chat unless related to academic expectations.
- The student may not destroy, deface, or alter Chromebook equipment, district identifying labeling or files not belonging to the student. Stickers are OK on the top cover of the Chromebook if district labels are not covered or removed and the stickers are school appropriate. Students will be asked to remove stickers if determined to be inappropriate by BUUSD teachers, staff, and/or administration.
- Never carry your Chromebook by the screen.

### **THE NETWORK**

- Online chat rooms, message boards, forums, etc. will not be accessed by students while using the Chromebook except for academic purposes in accordance with the [BUUSD Acceptable Use of Electronic Resources and the Internet](#) policy.
- Engaging in online activities, while using the Chromebook, that are in violation of this policy may result in disciplinary action, including but not limited to confiscation of any and all devices lent to the student and possible revocation of student access to BUUSD technology in accordance with the [BUUSD Acceptable Use of Electronic Resources and the Internet](#) policy.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent & Student Handbook, [SHS F.20 Policy on the Prevention of Harassment, Hazing and Bullying of Students](#) and the [BUUSD Acceptable Use of Electronic Resources and the Internet](#) policy.

- Students may not change, alter, bypass, or attempt to bypass any security measures.
- The Chromebook's content filter continues when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
- BUUSD recommends that parents/guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district-issued Chromebook.

## PRIVACY

- The BUUSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials, as necessary. Authorized BUUSD staff retain the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. **There is no reasonable expectation of privacy while using BUUSD computers, networks, or technology.** The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.
- It is a violation of the [BUUSD Acceptable Use of Electronic Resources and the Internet](#) policy to share your password with anyone else or to access any account belonging to other students, faculty, or staff.

## MANAGEMENT

- Students will return devices to Chromebook Help Desk if they are unenrolling from Spaulding High School before they leave the school. Failure to return the device will result in the student and their families being billed for the replacement cost.

## RESPONSIBILITIES

- Students will submit their Chromebook to authorized BUUSD staff upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- Students are responsible for charging their Chromebook to ensure that they are fully charged for classes as students are expected to be prepared for class by having all the required materials.
- Students are responsible for protecting the Chromebook from damage and theft. Chromebooks will be issued in a protective case and we recommend the protective case be used at all times.

Parents/Guardians will be billed for the full replacement cost of the Chromebook, case and/or the charger if damaged or missing.

- Student-issued Chromebooks will remain with the students as long as they are enrolled and attend Spaulding High School. Students will be responsible for their Chromebooks over the summer and all school vacations for the duration of their enrollment at SHS. Students will have the option to purchase their device upon graduation.

## REPAIRING OR REPLACING Chromebook

### Chromebook Repairs

Chromebooks remain the property of BUUSD. Therefore, all required repairs for Chromebooks must be processed by the BUUSD Technology Support Department. Please, **DO NOT** attempt to repair the Chromebook yourself or through a third party.

Damaged Chromebooks should be brought to the Chromebook Help Desk to initiate the repair or replacement process.

### Cost of Repairs and Replacements

Students and parents/guardians will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will be billed for the full replacement value of the device as specified in the applicable BUUSD Chromebook Repair and Replacement Table unless the BUUSD technology staff determine that it is a manufacturer defect, which there will be no charge for. While the device is being repaired, students may be provided with a daily loaner device. Students will not be issued a replacement device until BUUSD has been paid in full for the outstanding bill.

Lost items such as cases and cables will be charged the actual replacement cost. Please take the time to review the average costs for replacement and repair in the table below.

<b>BUUSD Chromebook Repair and Replacement Table</b>	
<b>Replacement Part</b>	<b>Approximate Cost</b>
New Chromebook	\$215*
New Power Adapter	\$20*
New Case	\$25*
Replacement Screen	\$35*
Replacement Keyboard	\$20*
Replacement Power Charging Port	\$10*
Manufacturer Defect**	No Charge

\*These costs are subject to change at any time based on current market rates.

\*\*As determined by authorized SHS/BUUSD technology staff.